

qathet School District
Class Specification
FOREMAN/HEAVY DUTY MECHANIC (3.10)



DESCRIPTION

This position involves skilled work under the direction of the Operations Manager. It requires an individual to work at a journeyman level, but also requires the capability and skills necessary to perform tasks in areas other than their designated trade.

The work is done under general supervision but requires some independent judgment as to the method of repairing School District equipment. An employee in this class may direct helpers and provide instruction to others.

DUTIES AND RESPONSIBILITIES

- Provide detailed weekly/monthly/yearly work schedules for the maintenance of equipment using existing resources.
- Manage a preventative maintenance program and maintain records as it relates to the mechanical equipment of the District. (school buses, small vehicles, mowing equipment, school generator set and miscellaneous mechanical equipment).
- Ensure that this equipment is maintained to a standard acceptable to the Board and any regulatory authority having jurisdiction.
- Performs duties related to the trade.
- Operates a school bus transporting students in a safe and efficient manner
- Perform other assigned comparable duties which are within the scope of knowledge, skills, and abilities of this position

EQUIPMENT USED

- Any and all tools required in the performance of the work.

QUALIFICATIONS AND EXPERIENCE

Education:

- High school graduation.
- Heavy Duty Mechanic certification. (Red Seal)
- B.C. Motor Vehicle Inspector's certificate.
- Valid Class 2 B.C. Drivers License with air endorsement.
- First Aid Certification.

Experience

- Minimum 5 years experience working on the repair and maintenance of heavy duty diesel engines.

- Minimum 4 years current experience with modern electronics and computer software applications for use on heavy duty mobile equipment
- Four years experience as a journeyman in a commercial or industrial setting.
- Six months Bus Driving experience.
- Five years experience in supervising others

Knowledge

- Current knowledge of regulations, codes and safety standards pertaining to motor vehicles.

Skills & Abilities

- Ability to use computer applications for work orders, e-mail, scheduling, communications, tracking maintenance on equipment, etc.
- Ability to work from service manuals and parts books related to the mechanical trade.
- Skill in the use of the tools of the trade.
- Ability to manage a preventative maintenance program pertaining to motor vehicles.
- Ability to co-operate as part of a team and work independently
- Ability to schedule work and maintain detailed records.
- Ability to supervise students riding a bus.
- Ability to enforce the rules and regulation governing passengers on a school bus.
- Ability to direct and provide instruction to others.

Occupational Requirements

- Sufficient vision and hearing to perform all job duties
- Able to perform physical and mental activities related to the job duties
- Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment

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